

# FINAL REVISION



# ICT

INFORMATION  
& COMMUNICATION  
TECHNOLOGY



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**الصف السادس الابتدائي**  
**الفصل الدراسي الأول**

طبقاً لأحدث مواصفات الورقة الامتحانية ٢٠٢٤ - ٢٠٢٥  
للمدارس الرسمية والخاصة لغات

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PART

1

# An hour before the exam





# THEME 1

## Quick Look

## An hour before the Exam

تمكن من مراجعة منهجك في ساعة واحدة قبل الامتحان



### Important Points

أهم النقاط في المحور الأول

#### 1 Virtual reality & Augmented reality & Artificial intelligence :

- AI works to imitate sounds when provided with the tone of voice of an actual human being.
- Virtual reality, Augmented reality and artificial intelligence feel futuristic, but they are already being used in everyday life.
- (AR) help students become active participants in learning and makes learning more memorable.
- Artificial intelligence (AI) is the ability of the computer to think, learn and deduce. It is used to unlock your phone with facial recognition.
- To experience (VR), users often wear a VR headset that blocks out the real world and provides views that immerse the user in another world.
- Futuristic technology can improve the lives of people of determination. For examples visually impaired people can use AR to see their family members up close.

#### 2 Cutting-edge and assistive technology :

- In educations cutting-edge technology improves lives and inclusion in society for people of determination. Such as the assistive technology smart gloves that empower deaf people to translate their signs in real.

#### 3 Digital Research skills :

- Use keyboard shortcuts in word processing such as copy, cut and paste.
- The EKB is an example of a general database.
- Knowing the results that you need helps to inform the search tools you could use.
- When you search any database, use a key word search and use other database field to narrow a search such as journal title and author.

#### 4 Operating systems :

- OS includes accessible devices such as screen readers and magnifiers. It runs a computer's software and hardware, and allows a user to communicate with the computer easily.
- Other types of operating systems power different types of cutting-edge technologies such as (ROs) and self-driving cars.
- Mobile devices have mobile operating systems. The most popular mobile OSs are Android, and Apple iOS, which is used on the iPhone and iPad.

#### 5 Programming language :

- Over time, programming languages have evolved from simple machine language (binary) to high-level human-like languages. Programmers choose a language based on pursued purpose.
- Hyper Text Markup Language elements break up web pages to make them easier to scan, read, and navigate.
- An HTML code can also helps people with low vision to distinguish between parts of a web page.



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امنح ثقتك لمن يستحق



## Important Definitions

أهم التعريفات في المحور الأول

Words	Definition
Networks	Networks are groups of devices or things that are connected to each other for a common purpose.
Computers	Computers are electronic devices that create, process, and store information.
Wired networks	Wired networks use physical wiring and cables which are plugged into ports on devices.
Wireless networks	Wireless networks connect without wiring (wireless or Wi-Fi)
Artificial intelligence (AI)	It is a comprehensive term for computer applications that perform complex tasks that simulate the thinking and performance of the human element.
Augmented reality (AR)	Augmented reality (AR) combines the real world with a virtual world by adding images using computers.
Virtual reality (VR)	VR is a virtual 3-D environment that allows users to explore and interact with surroundings as if it were reality.
Cutting-edge technology	Cutting-edge technology is defined as the latest and most advanced version of a service or product
smart gloves	The assistive technology smart gloves that empower deaf people to translate their signs in real time to spoken or text output.
Search engines	They help people to search internet websites based on the keywords and phrases.
Databases	They are a collection of information which are typically stored in a computer system and can be accessed, for free, through your school.
Library catalogs	<ul style="list-style-type: none"> <li>A library catalog is a database which includes all the items owned by a library.</li> <li>A library catalog search may include recently published books, including e-books with the most recent research about a subject, such as the catalog of the library of Alexandria.</li> </ul>
Operating systems (OS)	An operating system (OS) is the software that manages a computer's functions, such as memory, drives, printers and other devices.
Robot operating systems (ROS)	ROS is an open-source software used for building robot applications.
Programming language	Instructions to a computer are given in code.
HTML	<ul style="list-style-type: none"> <li>It is commonly chosen for website creation because it is easy to learn and to use.</li> <li>It allows creators to add elements such as text, links, images, audio and even videos to their web pages.</li> </ul>



## ICT tools

أدوات وأجهزة مستخدمة في تكنولوجيا المعلومات

### Making connections



### Computers need different networks connection devices to transfer data




Device name	Role of the device (component)
<b>Modem</b> 	<ul style="list-style-type: none"> <li>It's a device that connects a local area network (LAN) to the internet.</li> <li>It converts the signal from the internet service provide (ISP), which transforms into a digital signal that can be read by devices.</li> </ul>
<b>Switches</b> 	<ul style="list-style-type: none"> <li>They can send data to a specific device over a network, which helps to make connections easier and faster.</li> <li>Switches are intelligent.</li> </ul>

## Augmented reality can be done through :

- 1 a smartphone camera — OR — 2 a tablet الجهاز اللوحي  
كاميرا الهاتف الذكي



## Examples for technology and (AI)

Virtual reality (VR)	Augmented reality (AR)	Artificial intelligence (AI)
A VR online tour of the tomb of king Tut, that allows you to "walk" through the tomb.	An AR app that shows you how new furniture will look in your house.	A robot vacuum that uses AI to avoid furniture and stairs.
		

## Assistive technology

- It helps people of determination.

such as :



screen magnification software

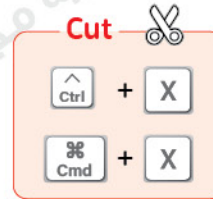
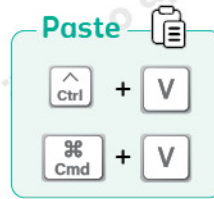
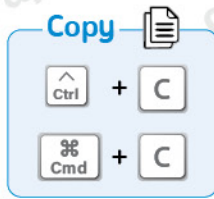


hearing aids



programs that turn speech to text and text to speech

## Useful digital editing tools



## Digital search tools



Internet searches  
البحث عبر الانترنت



Specialized search engines  
محركات البحث المتخصصة



Verified online libraries  
المكتبات الإلكترونية الموثوقة  
والمتاحة عبر الانترنت



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## An operating system includes accessible devices such as :



Screen readers



Magnifiers



- Most computers come pre-loaded with an operating system.



- Microsoft Windows is on most computers worldwide.



- Apple computers run on macOS.

Operating system	Device type
iOS	The operating system used on Apple mobile devices.
Windows	The operating system used on Microsoft PCs.
Android	The operating system used on mobile devices other than Apple products.
macOS	The operating system used on Apple PCs.

## An Example of HTML

```

<h1>Photography</h1>
<h2>Welcome to my web page,
where I share my photos with
you!</h2>
<p>This is my <strong>favorite</
strong> photo. This
<strong>beautiful</strong> tree is
in my backyard. I took this picture
on a warm, summer day as the sun
set.</p>

    
```

## The building blocks of web pages are :



headings



paragraphs



links



images

- Web browsers read HTML documents and display the content according to the HTML tag.

## Tags have three main parts :



an opening tag



the content



a closing tag

`<h1>Largest heading</h1>`

`<h2>Subheading</h2>`

`<h6>Smaller Subheading</h6>`

`<p>Paragraph.</p>`

`<font size = "1">`

`<font size = "a"><font color = red>`

`<a href =`

`"https://www.ekb.eg">Visit the  
Egyptian Knowledge Bank</a>`

`<i> Emphasized text </i>`

`<strong>Bold text </strong>`

**Largest heading**

**Subheading**

**Smaller Subheading**

Use this tag to create a paragraph. A paragraph has  
several sentences.

**This is the biggest font.**

**This is the smallest, red font.**

**Visit the Egyptian Knowledge Bank**  
**"https://www.ekb.eg"**

*Emphasized text*

**Bold text**

أكبر عنوان

عنوان فرعي

أصغر عنوان

فقرة

مقاس الخط ولونه

الرابط التشعبي

كتابة بارزة

خط عريض

## Some HTML components of web pages :

The diagram shows a web page layout with the following components labeled:

- Name**: My web page
- Large heading**: Self-driving cars
- Subheading**: Self-driving cars and mobility
- Image**: A person sitting in a car, looking at a tablet.
- Paragraphs**: Two paragraphs of text. The first paragraph is on the left, and the second paragraph is on the right, under the heading "Visuals".

**Visuals**

The cars are mobility aids for blind and low vision individuals. The cars can be built with wide doors and flat floors so wheelchairs will fit in them.

### A large heading

- It's at the top tag of the page.
- It catches attention.

### Subheadings

- They make the text easy to scan so a reader can find the information they want.

### Image

- It attracts attention.
- It can trigger different emotions.
- Add image and alt-text tags.

### Paragraphs

- A paragraph usually has more than one sentence.
- Text broken up into paragraphs makes it easy for the reader to scan for the information they want.



## THEME 2

### Quick Look

## An hour before the Exam

تمكن من مراجعة منهجك في ساعة واحدة قبل الامتحان



### Important Points

أهم النقاط في المحور الثاني

#### 1 Electronic games :

- Electronic games can make some people aggressive, as some games promote violence and prevent some players from thinking rationally when facing situations.
- Multiplayer games in particular, can put your security at risk.
- Large gaming communities are filled with cyberbullies.

#### 2 Protecting yourself from digital theft :

- It is irresponsible to leave your devices at risk by not taking proper safety precautions.
- Companies in particular need to protect their websites and their customers' information. Egypt has introduced the Data Protection Law to protect its citizens.
- If you think your data has been compromised, be sure to tell a parent or trusted adults, they can let the proper authorities know.

#### 3 How to deal with cyber security threats :

- Stay calm, but take swift action and let your contacts know right away so they avoid opening anything suspicious.
- Use anti-virus software and confirm your security settings are up-to-date.
- Change your passwords - your device password, e-mail, social media, etc.
- Creating a personal online safety plan can prepare you for potential future issues. These can include how you will protect your personal devices and information from cyber criminals.

#### 4 Copyright :

- Work in data libraries such as the Egyptian Knowledge Bank (EKB) is already approved for use.
- Egypt considers work in the public domain if the creator has been deceased for at least 50 years. No creator permission is required.

#### 5 Electronic financial trading :

- It has made the process of buying and selling shares more efficient.
- With the spread of the internet, electronic trading platforms are now common place.
- While investors can still use a brokers e-trading allows more independence

and user-friendly options through websites or applications.

- It is easier and faster for different companies to trade with one another, no matter where they are located.

## **6 Storing files in the cloud computing :**

- Having a document management system allows you to organize your documents so it is quick and easy to find them.
- Create separate folders for different types of data like photos, and separate school and personal information with one folder for each.
- Label folders and subfolders clearly and consider keeping separate folders depending on the file type such as videos and text documents.

## **7 Strong passwords :**

- Be sure to use a strong password for any account you have on a cloud storage platform, including Multi-Factor Authentication (MFA) for additional security.

## **8 Cloud computing applications :**

- Microsoft 365™ and Google Workspace™ are the most popular software that deal with cloud computing applications.
- Microsoft 365 offers a whole suite of productivity apps such as Microsoft Teams™, Word, Excel™, PowerPoint™, its email platform, Outlook™, as well as Microsoft 365 storage application OneDrive.



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## Important Definitions

أهم التعريفات في المحور الثاني

Words	Definition
Electronic games	<ul style="list-style-type: none"> <li>Electronic games which are played over the internet with friends can be a lot of fun to play.</li> <li>Electronic games can help to promote critical and creative thinking and encourage teamwork.</li> </ul>
passwords	Passwords with at least eight random letters, numbers, and symbols are the most secure.
MFA	Multi-Factor authentication requires at least two ways of identifying yourself, usually through passwords, pins and security codes or personal questions.
Fingerprint authentication	This type of authentication will scan your finger as a way of confirming it's you.
Facial recognition	Facial recognition software will scan your face using your device's camera. This way, only the user's face can be used to open their devices or devices' apps.
Full Encryption	Encryption protects your information so only you can access it on your device, as long as you have set your password.
Malware	It is the greatest cyber security threat.
Scareware	<ul style="list-style-type: none"> <li>It is type of malware that pretends to be a virus alert.</li> <li>It tells you to click on the link to help remove it, but the link is actually the virus!</li> </ul>
Mobile malware	It is also problematic and unsecured Wi-Fi, for example can open you up to malware threats.
Spoofing	Cyber criminals pretend to be a business or a known person, in order to trick you to provide your information, or click on unsafe links.
Copyright	It includes written, visual, audio and web material.
Creative Commons	It refers to work that has been granted permission to share by the creator.
A stock exchange	It is a market where buyers and sellers deal in units of company stocks. These stocks are called shares.
A broker	<ul style="list-style-type: none"> <li>This is a person who handles the buying and selling of shares.</li> <li>In traditional settings, an investor will have a broker.</li> </ul>
robo-advisors	Online applications that provide financial guidance and services.
Cloud computing	<ul style="list-style-type: none"> <li>It is the on-demand storing, and accessing of data and programs via remote servers on the internet.</li> <li>It enables users to access files and data easily and conveniently from anywhere and any time.</li> </ul>

Remote servers	Connect users who are not on the local area network (LAN) to access and manage data, files and applications via the internet.
Data encryption	It converts data into a code to prevent unauthorized user access.
A data breach	It occurs when unauthorized parties gain access to confidential data and information.
Microsoft Word	It shown in the photo, and opens up a new blank document that allows you to draft ideas, a story, or an assignment.
PowerPoint	It helps you create a presentation.
OneDrive	<ul style="list-style-type: none"> <li>• It helps you share work with your friends too.</li> <li>• It allows you to store, share, and access files from any device.</li> <li>• It's very user-friendly.</li> </ul>

## ICT tools

أدوات وأجهزة مستخدمة في تكنولوجيا المعلومات

### There are several disadvantages of electronic games

#### 1 Physical dangers



#### 2 Psychological dangers



#### 3 Security dangers



### Responsible gaming

- You can limit the dangers you are exposed to by :



Only playing games and chatting with people you know and trust.



- Not using personal information in your username and passwords.
- Not using a webcam.

## Effective ways to protect your devices from theft

### 1 Passwords



### 2 Multi-Factor Authentication (MFA)



### 3 Fingerprint Authentication



### 4 Facial Recognition



### 5 Full Encryption



## Online safety precautions and strategies

- These precautions are all examples of cyber security. These protect electronic devices and personal data from attacks.



- Use safe web browsers and install anti-virus protection on your devices.
- Only allow friends and family to view your social media.
- Use strong passwords and change them every three months.
- Verify websites that you frequent are real, safe and age appropriate.
- Verify information you find to make sure it is accurate.



- Don't communicate with people you don't know or who make you feel uncomfortable.
- Don't share personal information online.

## Intellectual property

It is someone's invention, creation or idea, that is protected by law from being copied by someone else,

such as : مثل

1 an individual



OR

2 a business



## The concept of electronic financial trading

### A stock exchange

- The Egyptian stock exchange allows citizens to invest in any market sector.



For Example :



Food



Clothing



Petroleum

## Cloud computing

- Cloud computing enables users to access files and data easily and conveniently from anywhere and at any time.

### Examples of cloud computing service providers :



## The advantages and disadvantages of cloud computing



### Advantages

- It frees up space on your devices by using cloud storage services.
- It allows you to log in and access your files from multiple devices, as long as you have internet service.
- It provides a backup for your files.
- It provides an extra layer of security by offering password protected data storage and data encryption.
- It allows you to directly share files with authorized users.



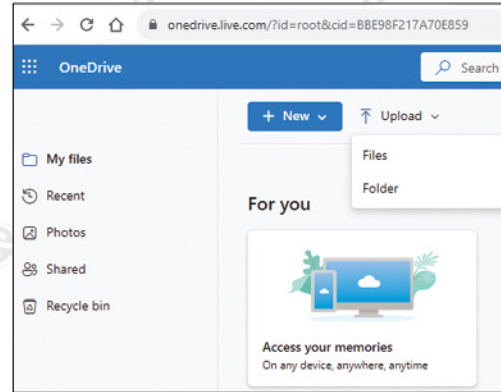
### Disadvantages

- It requires you to have an internet connection. If you lose your internet connection, you won't be able to access files that are only stored in the cloud.
- Cloud storage is often a fee-based service. If you want to store files, you will need to pay a fee - the more storage you require, the higher the fee you will pay.
- If the cloud service you are using is a victim of a data breach, you may become a victim as well, as your information may be compromised. However, while there is a small risk, cloud services are overall extremely safe and secure.

## Cloud computing applications

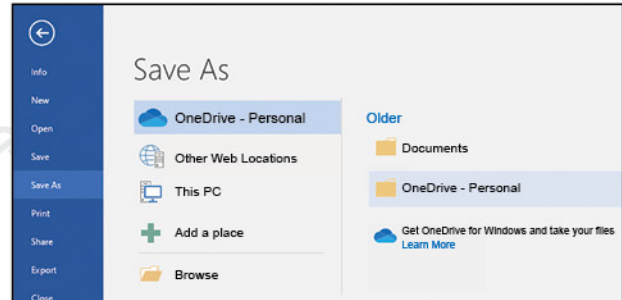
### How to upload files or folders to OneDrive

1. In Chrome, sign in the Microsoft Office. Select **OneDrive**.
2. Select **Upload** > Files or Upload > Folder.
3. Select the **files** or **folder** you want to upload.
4. Select Open or Select **Folder**.



### How to save a file to OneDrive

1. Select **File > Save a Copy > OneDrive - Personal/Company**.
2. Select **Enter file name here** and type a name.
3. Select **Save**.
4. You will then see the file in your OneDrive, the next time you open the Office app.



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PART

2

## 5 Sample Tests



# Sample Test 1

## 1 Put [✓] in front of the correct sentence and [X] in front of the wrong one.

1. Wireless networks use physical wiring and cables which are plugged into holes on devices. [ ]
2. Using windows helps students become active participants in learning and makes learning more memorable. [ ]
3. Switches help to make connections easier and faster. [ ]
4. Meeting needs describes how people use and interact with a product, and how they evaluate their experiences. [ ]
5. Wi-Fi technology connects network devices to each other wirelessly. [ ]
6. Cutting-edge technology is defined as the latest and most advanced version of services or products. [ ]
7. The Closing tag is used to write the title of a web page. [ ]
8. The <font size="1"> tag is used to write a paragraph. [ ]

## 2 Choose the correct answer from a, b, c or d.

1. .... connects a LAN to the Internet.  
a. Modem                      b. Transformers                      c. QR codes                      d. Databases
2. .... connects the devices of the network to each other wirelessly.  
a. Modem                      b. Search engines                      c. Wi-Fi                      d. Switches
3. You can search for some books in the school library by .....  
a. databases                      b. email  
c. printers                      d. user experience
4. Artificial intelligence [AI], augmented reality [AR], and virtual reality [VR] are examples of .....  
a. Footprint                      b. Cutting edge technology  
c. Piracy                      d. Privacy
5. .... from the devices that can be connected to the internet.  
a. Desktop computer                      b. Laptop  
c. Smart device                      d. All of them
6. .... is a simulated 3-D environment that allows users to explore and interact with the surroundings, as if it were reality.  
a. CPU                      b. LAN                      c. VR                      d. GPR
7. .... uses open-source software.  
a. Android                      b. Apple iOS  
c. Both [A] and [B]                      d. Windows

# Sample Test 2

## 1 Put [✓] in front of the correct sentence and [X] in front of the wrong one.

1. The small screen size of portable devices is one of the problems that makes reading text and viewing graphs easy. [ ]
2. The `<i> </i>` tag is used to write emphasize text. [ ]
3. Malware is the greatest cyber security threat. [ ]
4. The Android system is considered a closed source mobile operating system. [ ]
5. The ROS operating system is one of the advanced operating systems for operating robots. [ ]
6. The `<h1> </h1>` tag is used to write a large title. [ ]
7. Using weak passwords and making it fixed is one of the safety precautions when dealing with the internet. [ ]
8. Spoofing is a cyber-criminal pretending to be a business, or known person, to trick you to provide your information. [ ]

## 2 Choose the correct answer from a, b, c or d.

1. .... is used when copying, pasting, or cutting information.  
a. Digital editing tools                      b. QR codes  
c. Hyperlink                                      d. Painter's tools
2. A/An ..... is the software that manages computer's functions.  
a. Operating system                              b. Windows Explorer  
c. E-readers                                      d. Google Chrome
3. .... is used to send data to a specific device over a network to help speed up data transfer.  
a. QR code                      b. Switches                      c. Modem                      d. Mobile
4. To protect your computer from cyber security threats .....  
a. use anti-virus  
b. confirm your security settings are up to date  
c. change the passwords every certain period  
d. all of them
5. Copyright includes written, ..... material.  
a. visual                      b. audio                      c. video                      d. all of them
6. .... refers to work that has been granted permission to share by the creator.  
a. Creative commons                              b. Copyright  
c. Hacking                                      d. All of them
7. .... the latest and most advanced version of a service or product  
a. Augmented reality                              b. Cutting edge technology  
c. Artificial intelligence                              d. Assistive technology

# Sample Test 3

**1** Choose the correct answer from a, b, c or d.

- ..... is a set of information that is usually stored in a computer system and can be easily accessed.  
a. Switches  
c. Databases  
b. Augmented reality  
d. Modem
- ..... are applications that perform complex tasks that simulate the thinking and performance of the human element, such as the ability to learn and deduce.  
a. IPS Internet service  
c. Artificial intelligence  
b. Ports  
d. Word processor program
- Through....., you can learn about some of the product's features.  
a. accounting tables  
c. digital fingerprint  
b. email  
d. user experience
- ..... is a simulated 3-D environment that allows users to explore and interact with the surroundings, as if it were reality.  
a. CPU  
b. LAN  
c. VR  
d. GPR
- Egypt considers work in the public domain if the creator has been deceased for at least....., no creator permission is required.  
a. 30 years  
b. 50 years  
c. 40 years  
d. 60 years
- ..... is on-demand storing and accessing data and programs via remote servers on the internet.  
a. Cloud computing  
c. Remote servers  
b. Phishing  
d. Downloading
- A/An..... is the software that manages a computer's functions, such as memory, drives, printers, and other devices.  
a. Operating system  
c. E-readers  
b. Windows Explorer  
d. Google Chrome

**2** Put [✓] in front of the correct sentence and [x] in front of the wrong one.

1. Google and OneDrive TM are not cloud computing services. [ ]
2. Facial recognition will scan your face using your device's camera. [ ]
3. Switches can send data to a specific device over a network. [ ]
4. Work in data libraries such as the Egyptian Knowledge Bank (EKB) is not approved for use. [ ]
5. The Alexandria Library's index can be used through the Digital Library's website on the Internet. [ ]
6. In HTML, it is difficult to add elements such as text, links, images, audio, and video clips to a web page. [ ]
7. The tag `<strong>` bold text `</strong>` is used to write a bold font. [ ]
8. The `<p>` `</p>` tag is used to write a large font. [ ]

# Sample Test 4

**1** Choose the correct answer from a, b, c or d.

1. The function of <a> ... </a> is .....
  - a. create hyperlink
  - b. change text to underline
  - c. change text to bold
  - d. change text to italic
2. .... commands are given to the computer in the form of code that can be used to create animation.
  - a. Email
  - b. Assistive technology
  - c. Programming languages
  - d. Hyperlink tools
3. Through ..... you can transfer data via wires and cables.
  - a. Email
  - b. wireless network
  - c. Wi-fi
  - d. wired network
4. .... example of a public and reliable database.
  - a. Egyptian Knowledge Bank (EKB)
  - b. Social networking sites
  - c. Digital research tools
  - d. Mobile
5. Screen magnification software, hearing aids, and programs that turn speech to text and text to speech are examples of .....
  - a. keyboard
  - b. GPR
  - c. assistive technology
  - d. all of them
6. When doing research via internet, use your evaluation skills to ensure the content you select is .....
  - a. credible
  - b. accurate
  - c. unbiased
  - d. all of them
7. .... is the standard programming language used to create web pages.
  - a. Android
  - b. MacOS
  - c. Chrome OS
  - d. HTML
8. MFA requires at least ..... ways of identifying yourself usually.
  - a. two
  - b. three
  - c. four
  - d. five

**2** Put [✓] in front of the correct sentence and [x] in front of the wrong one.

1. The opening tag is used to create the textual content of the web page. [ ]
2. The Content is to create the textual content of the web page. [ ]
3. Artificial intelligence [AI] is the ability of a machine such, as a computer, to think and learn. [ ]
4. It's moral to post others' ideas as your own. [ ]
5. Facial Recognition will scan your face using your device's camera. Only your face will allow your device or device's apps to open. [ ]
6. The HTML tag `<h6>.....</h6>` refers to heading. [ ]
7. A library catalogs is a database which includes all the items owned by a library. [ ]

# Sample Test 5

## 1 Put [✓] in front of the correct sentence and [x] in front of the wrong one.

1. Artificial intelligence [AI] is the computer's ability to think, learn, and deduce. [ ]
2. Use PowerPoint application to do a sweep of your computer and remove any viruses. [ ]
3. Operating system is used for managing computer's functions. [ ]
4. The iOS operating system in Apple phones is a closed source operating system. [ ]
5. Work in data libraries such as the Egyptian Knowledge Bank [EKB] is not approved for use. [ ]
6. Remember to ask a trusted adult's permission before you download. [ ]
7. One of the safety precautions when dealing with the Internet is do not share personal information online. [ ]
8. Microsoft 365™ is one of the most popular software that deals with cloud computing applications. [ ]

## 2 Choose the correct answer from a, b, c or d.

1. .... refers to work that has been granted permission to share by the creator.  
a. Creative Commons                      b. Copyright  
c. Hacking                                  d. all of them
2. .... helps in searching for data on websites.  
a. Operating systems                      b. Search engines  
c. Programming languages              d. Paint program.
3. .... is used to create web pages and consists of several basic elements such as titles, paragraphs, and links.  
a. Assistive technology                      b. Databases  
c. Advanced technology                  d. Hypertext Markup Language [html]
4. .... converts the signal from the Internet service provider [ISP] into a digital signal.  
a. Port                      b. Modem                      c. Router                      d. Switch
5. When taking information from the Internet, be sure that you are using .....  
a. unreliable source                      b. reliable source  
c. untrusted source                      d. none of them
6. .... networks connect without wiring.  
a. Historical                      b. Imitate                      c. Wireless                      d. Complex
7. One of the safety precautions when dealing with the Internet is Use strong passwords and change them every .....  
a. three months                      b. five months                      c. one year                      d. two weeks